

## **West Tisbury Community Preservation Committee**

Meeting Minutes - October 25, 2006

*In attendance:* Al DeVito, Lesley Eaton, Caroline Locke, Ginny Jones, Bruce Keep, Peter Rodegast, Dale Julier, Sean Conley, and Kristen Clothier

*Absent:* Susan Phelps

The meeting began at approximately 5:30 p.m.

The minutes of the 9/27/06 CPC meeting were reviewed. Upon motion duly made by Peter and seconded by Bruce, the minutes of 9/27/06 were unanimously approved.

The committee reviewed the application process for the Administrative Assistant position. Interviews of 5 applicants were held on October 11. Al made a motion to ratify the appointment of Kristen Clothier as the Administrative Assistant to the CPC; the motion was approved by the CPC.

The process for receiving Applications for Funding was reviewed. The committee determined that the postmark would be the date recorded on envelopes mailed via regular mail, and that the date on e-mails would be recorded for applications received in this manner. Kristen was asked to check at Town Hall, mark applications with postmark or e-mail date, and staple envelopes with postmarks to applications. The original Applications for Funding should be placed in the CPC file cabinet. Kristen was asked to notify committee members by e-mail about applications received and how they would be distributed. Bruce reminded the committee that they are scheduled to vote on applications by the January CPC meeting.

Sean mentioned that is important to make sure that applications are complete when received. The committee discussed what to do about incomplete applications. While applications have to be complete when received, after the November 1 deadline the committee can ask applicants for additional information, for example clarification on answers to application questions.

Peter asked how critical the application deadline would be for the application process. Caroline mentioned that the process perhaps could be somewhat flexible. For example, in the case of an emergency such as a property being foreclosed on with the town having an option to buy the property back, there is a short window of opportunity. Ginny suggested that it might be a good idea to set money aside for this type of emergency. It was determined that the cutoff would remain November for applications that would go to April town meeting. Caroline mentioned that no next deadline has been determined yet for anyone applying after November 1, but that applications will be accepted on a rolling basis.

The possibility of a special town meeting was discussed by the committee. Dale suggested that going to special town meeting could be considered if a project is ready to happen and it is necessary; otherwise the current process is good for planning over the year. Anything beyond the current timeline should be on a case-by-case basis. Ginny reminded the committee that posting requirements are different for a special town meeting.

Sean mentioned that the Space Needs Committee might be putting together a Town Hall proposal, with a timeframe of April to June. This would come up for funding after the annual town meeting and might be a possibility for a special town meeting.

Committee members described how they would prefer to receive CPC-related information (e-mail or paper copies), to assist Kristen in distributing this information.

Al has been working on the website with Lori Stone, and mentioned that committee meeting minutes are available on the site. Kristen will speak further with Al about the website and future updates.

Caroline mentioned that Tisbury is using the West Tisbury application documents for their CPC. She has been in touch with Bob Wheeler.

Hours of the Administrative Assistant position were discussed. Committee members felt that the number of hours worked could be flexible, and that perhaps at every meeting a short overview of work that has been done could be shared. Bruce or Caroline will have to sign timesheets.

The committee then discussed the application process. The committee determined that it will probably need to bring applicants in to discuss applications after initial committee review. The committee outlined the following potential meeting dates and schedule:

November 8: CPC meeting to review Applications for Funding  
November 29: Schedule meetings with applicants to discuss any questions  
December 6: CPC planning meeting to prepare for public input meeting  
December 13: Public input meeting/town presentations

The public input meeting would give community members a chance to provide their input before the CPC votes. In March or early April a public presentation might be held before town meeting. Dale suggested that maybe applicants themselves could present their applications at town meeting.

Sean mentioned that the town warrants would need to be put together in February.

Kristen was asked to reserve meeting spaces for these meetings and post these meeting dates.

Kristen shared a draft outline of an application tracking form and committee budget summary. The drafts are attached to these minutes. The committee briefly reviewed the draft outlines and provided feedback. Kristen will revise the application tracking sheet to include the categories "Town Approval and Date" and "Not Approved By Town". She will meet with Bruce Stone to get information about the CPC budget and fill in/refine the draft outline. Committee members requested that the breakdown be shown of FY06 and FY07, as well as the date of receipt of state funds. "Starting Date" and "Completion Date" will be added to the table. Both documents will then be distributed to the committee for review.

The committee then discussed the topic of conflicts of interest and whether or not different committee members needed to recuse themselves from votes on certain applications. Dale mentioned that she had attended an ethics workshop, and during a follow-up phone call to the ethics committee she learned about the category of "special municipal employees" that might allow people to carry on business without a conflict. The selectmen would need to vote on this category. Lesley mentioned that ZBA members are categorized as special municipal employees. Committee members discussed when it might be appropriate to recuse themselves, such as in instances where they might profit from a transaction or alternatively, not gain by its passage. The committee was interested in learning more about the special municipal employee categorization, as this might eliminate conflicts of interest. It's possible the CPC members are already categorized this way. Kristen was asked to find out more and possibly get committee members on the agenda for the next Board of Selectmen's meeting. The need for individual members to go before their appointing board and disclose their participation in the CPC and have the other board vote that their participation is OK was also discussed.

Kristen had put together a rough draft checklist which summarizes the guidelines and decision-making criteria developed previously by the CPC as well as additional information drawn from the Application for Funding, which she described at the meeting. The idea was to pull this information into a short document that might potentially assist the committee in reviewing applications. The committee members asked that the document be e-mailed to them, so that they could review the summary and vote on it at the next meeting. A copy of the draft summary is included with these minutes. Peter mentioned that as years go on the review process could be refined. Dale suggested that perhaps in the future the most important priorities could be determined and placed at the top of the

checklist. Dale thought some type of checklist might assist the committee with having clear reasons for saying no to applications that aren't approved by the CPC. Peter concurred that careful justification is important.

When asked, Al confirmed that the Finance Committee reviews all warrant articles. The CPC could have 1 warrant article with a number of components, or an individual warrant article per project. Al was asked whether the Finance Committee would make a recommendation on every article and he responded that the committee would vote yay, nay, or tie and their reason why.

Dale mentioned that the following were revisions needed to the CPC brochure: The website address should be included. The application timeline should be included and the application procedure should be described. The committee list needs to be revised to include Ginny and Kristen and remove Eileen. The brochure should be revised before the first public meeting in December so that it can be distributed.

The committee also discussed putting together a summary of projects for town meeting. Kristen mentioned that if the committee were interested, she could put together project summaries for the website and/or put together PowerPoint presentations.

The meeting adjourned at approximately 7 p.m.

Respectfully Submitted,

Kristen Clothier  
Administrative Assistant

*These minutes were approved by the Community Preservation Committee on 1/25/07.*